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26 MAR 1982

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Administrative Officer, DCI

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Use of Remington Rand Safe Cabinets

1. A recent Inspector General report on the Office of Security addressed the problem of obsolete Remington Rand safes in outlying buildings. As you are aware, efforts have been made since 1963 to replace all Remington Rand safes in use by Agency components. Over the years, funds have been designated for the procurement of safes to replace the Remington Rands. However, because of tight budgetary considerations, these funds had to be diverted for other purposes. As of February 1982 there were over 100 Remington Rand safes located in Agency offices outside the Headquarters Building (there are 1,335 located in the Headquarters Building).

2. Given our difficult financial situation during this fiscal year and the fact that no one component has sufficient controls to eradicate this problem in its entirety, I request your cooperation in taking several actions which will assist in improving this situation. As an initial step, the Office of Logistics has been directed not to move any Remington Rand safes to outlying buildings. Secondly, if your components have any approved safe cabinets which are not being fully utilized, please identify them to the Chief, Logistics Services Division, Office of Logistics, who will make the necessary arrangements to substitute them for Remington Rands in the outlying buildings.

3. All components should be reminded of the need to replace Remington Rands in the outlying buildings so that they may be alert to any alternatives which may be employed to alleviate the problem, including more concentrated efforts in the area of file reduction.

4. Undertaking the above measures will hopefully reduce our problem so that it will reflect a significant decrease in the number of Remington Rand safes when our next inventory is conducted in September. Failing all else, the Office of Logistics will ensure that funds are included in the FY-84 Program for an adequate number of safe cabinets.

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